

Indiana Department of Transportation
RFP No. 06-09
07-17-06 Posting Date
Request for Proposals Notification
Response Due Date: 08-07-06

Summary of Items Included

Central Office Project Management

[Item No. 1](#) **[Project Development Services](#)**

Consultant Meetings and Communication Policy

Please note the following policy concerning communication with the Department during the Request for Proposals (RFP) announcement and selection process:

During the time period between advertisement and the announcement of final consultant selections for the RFP Selection Process, the Department will not communicate with consultants (or their agents) regarding the status of the selection process, or entertain any communications related to marketing, etc.

Permissible communications include project administration activities for authorized agreements, scope and negotiation activities for projects selected but not under contract, training or related activities and technical or scope of services questions specific to services included.

Questions related to this RFP are to be directed via e-mail to contractsrfp@indot.in.gov. Please include subject: RFP0609-name-question with the question. INDOT personnel will prepare a question and answer document that will be posted on the website with this advertisement. Please submit your questions as early as possible to allow sufficient time for response and please review previously posted questions prior to submitting.

Letter of Interest Submittal Instructions

Firms interested in being considered for selection shall respond by sending one email for this item along with one required attachment, as noted below. All responses are to be emailed to Contractsrfp@indot.in.gov with each of the attachments listed below. The subject line for each email and the attached file names are to match the following format with no spaces: RFP0609-[Firm Name or Nickname]-Item-#.

Required Attachments:

- one (1) Letter of Interest (LoI) in pdf (preferred) or tif format, named in the same format as identified above for the subject line with “-LOI” added to the end, and
Sample file name: RFP0609-myconsultingfirmornickname-item-1-LOI

- one (1) signed Affirmative Action Certification and associated required documents, for all items with DBE goals, in pdf(preferred) or tif format, named in the same format as identified above with “-AAC” added to the end, and
- one (1) completed Current and Completed Projects form in pdf(preferred) or tif format, named in the same format as identified above with “-CCP” added to the end and
- one (1) completed Active and Pending Contract Balances form in pdf(preferred) or Excel (.xls) format, named in the same format as identified above for the subject line with “-APB” added to the end. This form, when completed, will be the same for every item submitted. The CCP form above may vary from item to item depending on type of services required for the item.

NOTE: The Affirmative Action Certification, Current and Completed Projects form and Active and Pending Contract Balances forms required are available on the [Department’s Website](#) .

All Letters of Interest must be received no later than 4:00 pm, Indianapolis time, on August, 7th 2006, to be considered. A reply confirmation of receipt will be returned for each email submitted. When completed, selections will be announced through the [Department’s Website](#) .

Selection Procedures

The Department will directly select consultants for each of the items listed above and further described herein, based on a Letter of Interest (LoI) and other required documents. The requirements for the LoI and the [Consultant Selection Rating Form](#) (**Exhibit A** below) that will be used by INDOT to evaluate and score the submittals are shown below.

To be eligible for selection consideration, prime consultants and sub-consultants must be prequalified. Prequalification requirements and the list of Prequalified Consultants and their approved categories may be found at the [Department’s Website](#). A prime consultant need not be prequalified itself for each discipline listed in the prequalification requirements paragraph below provided that at least one subconsultant be prequalified in each discipline and provided further that the LoI and the contract procured hereunder shall only contemplate or permit an entity to perform work for which it has been prequalified.

Requirements for Letters of Interest

A. General Instructions for Preparing and Submitting a Letter of Interest

1. Provide the information requested in the LoI Content (Item B below), in the same order listed, signed by an officer of the firm. Scanned signed documents or electronically applied signatures are both acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.

2. LoIs shall be limited to a total of twelve (12) 8½” x 11” pages. Ten (10) pages for Identification and Qualifications and two (2) pages for the combined Key Staff and Project Approach, unless otherwise noted in the Project Description. The Affirmative Action Certification, Current and Completed Projects form and Active and Pending Contract Balances form do not count toward the total.
3. LoIs must be received by 4:00 pm, Indianapolis time on the due date. Responses received after this deadline will not be considered. Submittals will have to include all required attachments to be considered for selection.

B. Letter of Interest Content

Identification and Qualifications

1. Provide the firm name, address of the responsible office from which the work will be performed and the name and email address of the contact person authorized to negotiate for the associated work.
2. List all proposed subconsultants, DBE status, and the percentage of work to be performed by the prime consultant and each subconsultant. (See Affirmative Action Certification below.) A listing of certified DBEs eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the “Prequalified Consultants” link available from the [Department’s Website](#) .
3. Remaining space within the ten (10) pages, Section A.1 may be utilized to provide personnel resumes, additional information concerning qualifications, etc.

Key Staff and Project Approach

1. List the Project Manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work.

Address the experience of the key staff members on similar projects, and the staff qualifications relative to the required item qualifications.
2. Describe the capacity of your staff and their ability to perform the work in a timely manner relative to present workload and the availability of the assigned staff.
3. Provide a description of your Project Approach or of your approach to the advertised services. For project specific items confirm that the firm has visited the

project site. For all items address your firm's technical approach, understanding of the project or services, cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the project.

Requirements for Affirmative Action Certification

A completed Affirmative Action Certification form is required for this item that identifies a DBE goal. The consultant must identify the DBE firms with which it intends to subcontract, include the contract participation percentage of each DBE, and list what the DBE will be subcontracted to perform on the Affirmative Action Certification Form. **Copies of DBE, as issued by INDOT or IDOA, for each firm listed are to be included as additional pages after the form.** If the consultant does not meet the DBE goal, the consultant must provide documentation in additional pages after the form that evidences that it made good faith efforts to achieve the DBE. Please review the [DBE program](#) as applicable based on any goals set and complete the [DBE Affirmative Act Certification Form](#). What constitutes good faith efforts is explained in detail within the DBE program information referred to above. If no goal is set then no Affirmative Action Certification Form is required. INDOT's DBE Program Information is available at [Department's Website](#).

A listing of certified DBEs eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the "Prequalified Consultants" link available from the [Department's Website](#) .

DBE subcontracting goals apply to all prime submitting consultants, regardless of the prime's status of DBE.

Exhibit A, this form will be used by INDOT to evaluate and score the submitted LoI's.

Selection Rating for RFP- No. _____, Item No. _____

Consultant Name: _____

Services Description: _____

Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Disputes	Outstanding Agreement Disputes.				
	No outstanding unresolved agreement disputes > 3 mos. old.	0		20	0
	Outstanding unresolved agreement disputes more than 3 mos. old.	-3			
Past Performance	Historical Performance.				
	Timeliness score from performance database.			15	
	Quality/Budget score on similar work from performance database.			15	
	Quality/Budget score on all INDOT work from performance database.			10	
Capacity of Team to do Work	Evaluation of the team's personnel and equipment to perform the project on time.				
	Availability of more than adequate capacity that results in added value to INDOT.	1		20	0
	Adequate capacity to meet the schedule.	0			
	Insufficient available capacity to meet the schedule.	-3			
Team's Demonstrated Qualifications	Technical expertise: Unique Resources & Equipment that yield a relevant added value or efficiency to the deliverable.				
	Demonstrated outstanding expertise and resources identified for req'd services for value added benefit.	2		15	0
	Demonstrated high level of expertise and resources identified for req'd services for value added benefit.	1			
	Expertise and resources at appropriate level.	0			
	Insufficient expertise and/or resources.	-3			
Project Manager	Rating of predicted ability to manage the project, based on: experience in size, complexity, type, subs, documentation skills.				
	Demonstrated outstanding experience in similar type and complexity.	2		5	0
	Demonstrated high level of experience in similar type and complexity.	1			
	Experience in similar type and complexity shown in resume'.	0			
	Experience in different type or lower complexity.	-1			
	Insufficient experience.	-3			
	Historical Performance of Firm's Project Management from database.			5	0
Approach to Project	Understanding and Innovation that gives INDOT cost and/or time savings.				
	High level of understanding and viable inovative ideas proposed.	2		10	0
	High level of understanding of the project.	1			
	Basic understanding of the project.	0			
	Lack of project understanding.	-3			
Location	Location of assigned staff office relative to project.				
	Within 50 mi.	1		5	0
	51 to 150 mi.	0			
	151 to 500 mi.	-1			
	Greater than 500 mi.	-2			
	For 100% state funded agreements, non-Indiana firms.	-3			
Weighted Total					0

For categories that are not relevant to the particular agreement being evaluated leave the category score as N/A. This is to be as documented in the RFP.

The scores assigned above represent my best judgement of the consultant's abilities for the rating categories. Signed: _____

Title: _____

Date: _____

Consultant Selection Rating Form Notes Specific to Use on this RFP

1. Historical performance ratings will not be directly inputted from the database for this particular advertisement due to the fact that the current data is not directly compatible with new process. This applies to the Past Performance category and to the historical performance part of the Project Manager category. Instead, ratings will be assigned between 2 and -3 based on review of available performance data, the professional experience of the individuals doing the scoring and based on feedback available from any known references. When there is insufficient information available or when the information available indicates “at standard” performance a neutral rating of “0” will be assigned.
2. Location ratings will be assigned based on the location of the indicated responsible consultant’s office relative to Indianapolis.

Item No. 1 Project Development Services

Work Description: Selected consulting firms to perform project development services on an as-needed basis that may include any or all of the following services: Preliminary Engineering Assessment/Alternative Analysis, Environmental Document Preparation, Topographic Survey, Complex roadway Design, Level II Bridge Design, Right of Way Plan Development, Right of Way Engineering, Right of Way Acquisition and Relocation, and Utility Coordination Services.

Agreement Type: Negotiated Labor Rates

Maximum Agreement Amount: Two (2) contracts @ \$2,000,000.00 each, Federal Funding involved

Term of Agreement: Renewable-Two year assignment period

Approximate no. of Projects
Per Contract: 5

DBE Goal: 15%

Required Prequalification Categories (Combination of Prime and Sub Consultants):

5.1 Environmental Document Preparation-EIS and EA; 5.2 Environmental Document Preparation-CE; 5.3 Environmental Document Preparation-Section 4(f); 5.4 Ecological Surveys; 5.9 Archaeological Investigations; 5.10 Historical/Architectural investigations; 5.11 ESA Screening, Phase I and Phase II, Remedial Design; 6.1 Topographic Survey Data Collection; 8.2 Complex Roadway Design; 9.2 Level II Bridge Design; 10.1 Traffic Signal Design; 11.1 Right of Way Plan Development; 12.1 Project Management for Right of Way Acquisition, 12.2 Title Research, 12.3 Value Analysis, 12.4 Appraisal, 12.5 Appraisal Review 12.6 Negotiation 12.8 Relocation.

Additional Qualifications: Environmental services from other prequalification categories may become necessary in the course of assigned projects. In these cases, if the consultant team does not hold the desired prequalification, INDOT may provide the services or allow the selected consultant to identify an additional subconsultant to perform the work.

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End of INDOT Web Page for Project Notification